

**CITY OF SWARTZ CREEK**  
**Park and Recreation Advisory Board**  
**Tuesday, May 21, 2024, 5:30 P.M.**  
**City Council Chambers, 8083 Civic Drive**  
**Agenda**

1. CALL TO ORDER:
2. ROLL CALL: James Barclay, Edmund Bosas, Samantha Fountain, Mark Gonyea, George Hicks, Walt Melen, Connie Olger, Angela Ritter, Vacant
3. APPROVAL OF AGENDA:
4. APPROVAL OF MINUTES :
5. MEETING OPEN TO PUBLIC:
6. COMMUNICATIONS TO BOARD:
  - A. April 16, 2024 Minutes
  - B. Staff Letter
  - C.
7. REPORTS:
  - A. DPW Director & City Manager
  - B.
8. BUSINESS:
  - A. Potential Eagle Scout Proposal
  - B. Community Outreach and Partnership
  - C.
9. MEETING OPEN TO PUBLIC:
10. BOARD MEMBER COMMENTS:
11. ADJOURNMENT:

**CITY OF SWARTZ CREEK  
VIRTUAL PARK AND RECREATION ADVISORY BOARD  
ACCESS INSTRUCTIONS  
TUESDAY, MAY 21, 2024 5:30 P.M.**

The **May 21, 2024 Park Board meeting** will commence at 5:30 p.m. This meeting will be conducted in-person and virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 and rules promulgated by the Michigan Department of Health and Human Services.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Renee Kraft, 810-429-2766 48 hours prior to meeting,

**Zoom Instructions for Participants**

**To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

**Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to **“Join via computer”** as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

**To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

**Participant controls in the lower left corner of the Zoom screen:**



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

Renee Kraft is inviting you to a scheduled Zoom meeting.

Topic: City of Swartz Creek Park & Recreation Board Meeting

Time: May 21, 2024 05:30 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83096401128>

**Meeting ID: 830 9640 1128**

**One tap mobile**

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

**Dial by your location**

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

**Meeting ID: 830 9640 1128**

Find your local number: <https://us02web.zoom.us/j/83096401128>

**If you have any further questions or concern, please contact 810-429-2766 or email [rkraft@cityofswartzcreek.org](mailto:rkraft@cityofswartzcreek.org). A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.**

**CITY OF SWARTZ CREEK  
VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES**

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, and city board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city’s public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
  - (a) why the public body is meeting electronically;
  - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;

- (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
  - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.
  6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
  7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
  8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

## **MAINTAINING ORDER**

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the Zoom application or by dialing \*9 on their phone.

## **MOTIONS & RESOLUTIONS**

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member whom reads/moves for a motion may oppose, argue against or vote no on the motion.

## **PUBLIC ADDRESS OF BOARD OR Commission**

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

## **VOTING RECORD OF PUBLIC BODIES**

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
PARK AND RECREATION ADVISORY BOARD  
MINUTES OF REGULAR MEETING  
PAUL D. BUECHE MUNICIPAL BUILDING  
APRIL 16, 2024

Meeting called to order at 5:30 p.m. by Chairperson Barclay

Members Present: Gonyea, Barclay, Bosas, Melen, Hicks, Fountain.

Members Absent: Ritter, Olger, Vacant.

Staff Present: Adam Zettel

Others Present: Jenye Keeley, Pat Williams, Glenda Grable, Nate Henry.

Virtually Present: Lania Rocha, Sandi Brill.

APPROVAL OF AGENDA: Motion by Gonyea to approve the agenda as of April 16, 2024, support by Bosas.

Unanimous Voice Vote.  
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by Bosas to approve minutes of March 19, 2024, meeting, support by Melen.

Unanimous Voice Vote.  
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC: Pat Williams is relinquishing control of the library garden to the city. She requests help with maintaining it.

Jenye Keeley is working in Elms Park with Joe Perreault and commented that cared for communities are less likely to experience bad things.

Glenda Grable commented that she has been helping Pat Williams with the library garden.

Nate Henry commented about Frontier doing fiber work at Elms Park and dropped a fiber box right in the landscaping.

COMMUNICATIONS TO THE BOARD:

- A. March 19, 2024, Minutes
- B. Staff Letter

REPORTS:

- A. DPW Director & City Manager: Mr. Zettel spoke of the benefits of potentially installing a Flock camera (license plate reader) at the entrance of Elms Park. The board was generally in favor of this. He also spoke of the Genesee County Parks Ranger patrols and that they may be available to supplement our regular services for an hourly fee. The board was also in favor of this. Both options the council will have final say.

BUSINESS:

- A. Spring Tree Planting: Pickup of the 80 saplings is April 19, 2024. They will be installed in Otterburn Park, as well as along the creek of Abrams Park or on the new trail section. Volunteers will assist with this.
- B. Abrams Park Eagle Scout Proposal: Mason Burns, a local Eagle Scout, proposed to donate and install a book nook near the tot lot at Abrams Park.

Motion by Board member Gonyea that we approve the donation and installation of a book nook near the tot lot at Abrams by Mason Burns as an Eagle Scout project, support by Board member Barclay.

Unanimous Voice Vote.  
Motion Declared Carried.

MEETING OPEN TO PUBLIC: Pat Williams & Sandi Brill commented on the Eagle Scout project, good idea, very excited.

Board Member Comments: Board member Melen thanked Mason. Board member Gonyea thanked the scouts. Board member Barclay wished Mason good luck with the project.

Motion by Melen, support by Bosas to adjourn the meeting.

Unanimous Voice Vote.  
Motion Declared Carried.

ADJOURNMENT: Meeting adjourned at 6:30 p.m.

NEXT MEETING: May 21, 2024, 5:30 p.m.

---

Connie Olger, Secretary



Adam Zettel, AICP

City Manager

[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

Date: May 15, 2024

To: Park Commissioners  
From: Adam Zettel, AICP  
RE: May 21, 2024 Park Board Meeting

Hello everyone,

**We will be meeting at 5:30 p.m. on Tuesday, May 21, 2024. The meeting will be in the city council chambers!** The meeting will also be available to the general public via Zoom, but park board members must attend in person to participate.

There is another Eagle Scout proposal! A Swartz Creek based candidate for Eagle Scout inquired after potential projects or needs in the city. In addition to solar trail lighting, and other ideas that have been circulating social media, the need for bike racks was discussed. Based upon my last conversation, it appears the candidate will attend our meeting on Tuesday with a proposal for one or more bike racks in our parks! If so, I am certain he will be seeking a resolution of support to enable the project.

In addition, there may be an opportunity for some community outreach with our downtown business partners and/or the DDA. Jim is cooking something up, so I may have some more information to distribute prior to the meeting. If not, I expect this is something we can discuss then.

Lastly, I am attempting to get in touch with Shattered Chains. They had plans to work on drainage, forestry, the remaining tee pads, and the Slip and Slide (tentatively July 27<sup>th</sup>). I have not heard from them in a few weeks, so I am not sure where things stand.

In other news, the parks are open and functioning normally. Genesee County Parks sent their grader through Elms Park as a curtesy! Pickle ball is striped. We anticipate new waste bins, benches, and fencing repairs throughout the parks this summer. Contact me with additional future agenda items, questions, or comments.

Sincerely,

Adam H. Zettel, AICP  
City Manager  
City of Swartz Creek  
[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

---

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

[www.cityofswartzcreek.org](http://www.cityofswartzcreek.org)

[ftp://cityofswartzcreek.org](http://ftp://cityofswartzcreek.org)